



FACILITY USE POLICY

GENERAL INFORMATION

The Greensville County Board of Supervisors makes its facility available for use by groups and organizations on a first-come, first-served basis. The facility is available for use by community organizations for functions consistent with the Board's mission. The facility may be used by non-profit community organizations, governmental agencies, and business/industry partners. Individuals may request the use of the facility if consistent with the usage policies set forth in these guidelines. The Board reserves the right to deny use of its facility for reasons deemed sufficient by the Board.

All parties, including the renter, coordinators, decorators, caterers, DJ, bands, and all others involved in any event, are required to meet with the Facility Manager to discuss the policy requirements. Renters must disclose any items they intend to bring into, and use, at the Golden Leaf Commons. Golden Leaf Commons shall have the right to refuse use of any item(s) identified. The undersigned renter shall be at least 21 years of age and shall be legally responsible for compliance with all articles of this policy, and any damages which may occur to the facility as a result of the usage covered by this rental. The undersigned renter shall be present at all times during the reservation period. All renters are **REQUIRED** to complete a facility walk-through prior to the event date(s). Renters must schedule a walk-through time with the Facility Manager.

TYPES OF FACILITIES & RESOURCES AVAILABLE

The facility is a 9,000 square foot open room that can be divided into thirds. The facility is equipped with tables and chairs for banquet seating of a maximum capacity of 450 people. There is a catering kitchen available for the renter's use (only available with full ballroom rental or Section 3 rental, if renting one section).

RESERVATION PROCESS

When interested in reserving the Golden Leaf Commons for a date(s), contact will need to be made with the Facility Manager at the phone number and/or e-mail below.

Debbie Norwood Drummond
1300 Greensville County Circle, Suite B
Emporia, VA 23847
(434) 348-4125
goldenleafcommons@gmail.com

Once an interested renter contacts the Facility Manager, the requested date(s) **WILL ONLY BE PLACED** on the calendar **AFTER** the following has been completed:

1. Renter(s) must fully complete the **Golden Leaf Commons USE POLICY and the FACILITY RESERVATION FORM**. The form needs to be submitted to the Facility Manager in person or via e-mail.
2. Once the full completed Golden Leaf Commons USE POLICY and the FACILITY RESERVATION FORM is received, it will be reviewed by the Facility Manager for approval. After approval, the renter must submit the **RESERVATION FEE (50% of the Rental Fee)** to secure the date and be placed on the calendar. Renters will only be placed on the calendar once this process has been fully completed.

Renter _____

Manager _____

FACILITY USE FEES

Checks payable to GREENSVILLE COUNTY TREASURER and sent to the address listed on page 1, under the **RESERVATION PROCESS** heading.

RESERVATION FEE

A non-refundable Reservation Fee, **50% of the rental fee**, will be required to secure the date(s) requested and to be placed on the Golden Leaf Commons rental calendar. The remaining payment will be due no later than **60 days prior** to the first day of rental. **PAYMENTS ARE ACCEPTED MONDAY-FRIDAY FROM 9:00 AM – 4:00 PM. NO PAYMENTS ACCEPTED AFTER 4:00 P.M. OR ON STATE HOLIDAYS.** If the rental of the facility is requested on a date in which there are less than 60 days remaining until the event, the full rental fee is due (see rental fees below).

RENTAL FEES

- **Full Golden Leaf Commons Facility** (main banquet hall and catering kitchen)
 - **Friday - Saturday - \$1000 for one day (9am – 1am)**
 - Additional Day - \$500 each
 - **Sunday – \$650 for one day (8am – 12am)**
 - **Monday – Thursday - \$450 for one day (8am – 12am)**
 - Additional Day - \$275 each
- **Sectional Rentals** - In the event that you would like to rent a **SECTION** of the Golden Leaf Commons, Sunday-Thursday, the following fees apply:
 - Sunday - Thursday (Maximum of 8 hours for section rentals only)
 - Section #1 (South end – **NO KITCHEN ACCESS****) - \$200 (**maximum occupancy 125**)
 - Section #2 (Center – **NO KITCHEN ACCESS****) - \$250 (**maximum occupancy 200**)
 - Section #3 (North end – with Kitchen Access) - \$350 (**maximum occupancy 125**)

***If renter is renting section 1 and/or section 2 only, the renter is responsible for bringing water for chafing dishes and other needs. Kitchen access is only available if Section 3 or the entire facility is rented.*

ADDITIONAL EQUIPMENT FEE OPTIONS

- AV System-Microphone Only - \$100
- AV System/Equipment Fee - \$250 (including sound, audio-visual, projector and screens)
- Cocktail Tables - \$10 each (10 available) (Tablecloth Measurement Floor to Floor – 120")

SECURITY DEPOSIT

- Security Deposit Fee (**\$500 – Cash or Money Order Only**) is due **10 DAYS PRIOR** to event and must be paid prior to obtaining rental key code.
- Please do us the courtesy of leaving the facility the way you found it. Upon inspection of the room by the Facility Manager and/or designee, a determination will be made in regards to the return of the security deposit fee. Failure to follow any of the guidelines listed in this use policy may result in the loss of the security deposit fee, plus the cost of any applicable damages.

SET-UP BY GOLDEN LEAF COMMONS PERSONNEL

Arrangements for any room setup must be submitted at least **ten (10) days** prior to the event. Staff will not be able to set up the facility if the plan is not received in time. **A renter must contact the Golden Leaf Commons to schedule an appointment on the calendar to view the facility and discuss the setup.**

Renter _____

Manager _____

RENTAL OF THE FACILITY INCLUDES THE FOLLOWING:

- 55 - Round tables (60" each) (Tablecloth Measurement Floor to Floor 120")
- 16 - Rectangular tables (8' each) (Tablecloth Measurement Floor to Floor 90"x156")
- 2 – Rectangular tables (6' each) (Tablecloth Measurement Floor to Floor 90"x132")
- 450 – Chairs (Round Back Banquet Style)
- 6 – 32-gallon trash cans with bags
- 2 - Utility carts
- Use of the catering kitchen facilities (**If renting entire facility or Section#3**)
- DJ Connection to wall system (**Must be requested in advance**)

AUDIO VISUAL EQUIPMENT

AV equipment is available for use during a rental period. **A separate fee is required for the use of equipment.** The renter will be SOLELY responsible for the AV system and all of its components, including but not limited to, its 3 CD players, 3 Blu-ray players, microphones (ear and handheld), wall plates and all cables. Renter will be liable for replacement costs of any and all missing and/or damaged AV system components. Renters who have paid the separate AV equipment rental fee are **REQUIRED** to set an appointment with the Facility Manager for a Standard Operations Procedure walk-through prior to the event. Renters are responsible for bringing a laptop/tablet.

DO NOT use any personal cords for the AV system. They will be provided by the facility. No decorations are to be in, on, or around any AV system apparatuses. (Including projectors and screens) Any local, state, or federal government agencies, renting the facility, may request the waiver of the Audio Visual rental fee upon request.

CANCELATION AND/OR TERMINATION OF EVENT RENTAL

CANCELATION OF FACILITY RENTAL DUE TO EMERGENCY CIRCUMSTANCES

Cancellation of a scheduled event may be necessary to accommodate an emergency circumstance. The cancelled event may be rescheduled as facility availability allows.

TERMINATION OF THE RENTAL/EVENT

The Greenville County Board of Supervisors, including its' staff, and the Greenville Sheriff's Department reserve the right to terminate an event at any time if the policies and procedures as outlined in this agreement are not followed. Termination of the event will result in the loss of any fees paid and the renter will be responsible for any damages that occur.

CANCELATION BY RENTER

If the rental fee is paid in full and the renter cancels more than 61 days prior to the event, 50% of the full rental fee will be refunded. Cancellation less than sixty (60) days prior to an event forfeits all payments.

TYPES OF EVENTS

The facility is available for a variety of events, including receptions, reunions, meetings, workshops and seminars. Activities shall not be discriminatory or abusive of others by reasons of age, sex, religious beliefs, national origin or handicap.

Renter _____

Manager _____

FACILITY GUIDELINES AND RESTRICTIONS

Renters must disclose any item(s) they intend to bring into, and use, at Golden Leaf Commons. Golden Leaf Commons shall have the right to refuse use of any item(s) identified.

DECORATIONS

- Decorating must be done within the rental period; if you or your decorator need additional days to decorate or break down, additional rental days, including any applicable fees will be required.
- The renter or the decorator must notify the Facility Manager of any ceiling decorations planned.
- If balloons are part of the decorations, the renter should be extra cautious in the handling of balloons to prevent balloons from releasing and lodging in the ceiling and/or rafters. Failure to follow this policy may result in losing a portion of the security deposit.
- **The following is not permitted:**
 - Tables and chairs should not be placed against walls and cannot block entry and exits.
 - Decorations are not to be attached to the walls or floor of the facility.
 - No decorations are to be in, on, or around any AV system apparatuses.
 - Decorations are not permitted to be attached in any manner to the flagpoles outside.
 - The foyer, lobby, and/or hallways cannot be decorated during normal business hours **(Monday-Friday 8:30am to 4:30 pm)** or when in use by staff.
 - **Glitter, sand, and/or confetti is strictly prohibited.**
 - No staples/screws/nails or other fasteners are allowed to be used on tables and chairs.
 - No decorating is allowed on or around the workstation located in the lobby. Renters and patrons of the event should not be using this workstation in any manner.
 - Nothing is to be suspended from drop ceiling or overhead (in foyer and/or hallway), or around any AV system apparatuses, including projectors and screens.

DRONES

Usage of drones, including multirotor, fixed wing, single rotor and hybrid designs are strictly prohibited inside the main facility, any additional room(s) and hallway(s) of the Golden Leaf Commons Facility as well as outside on the grounds or parking lots.

TAMPERING WITH EQUIPMENT

Tampering with or trying to gain access to equipment, including, but not limited to, electrical panel boxes, storage room, AV equipment cabinet, wall mounted PA system, and AV boxes is prohibited. Renters and guests are NOT allowed to turn off or tamper with the electrical panel boxes. Renters and guests are prohibited from plugging external devices into the wall mounted PA system, unless pre-approved by the Facility Manager. If an issue arises, the renter should immediately contact the Facility Manager or the Facility Attendant for any maintenance issues. Failure to follow this policy will result in the loss of your security deposit and renter will be responsible for any damages that are incurred as a result of not following this policy.

FIRE EXTINGUISHERS/FIRE PULLS

Renters are prohibited from covering up the fire extinguishers and fire pulls located in the Golden Leaf Commons facility and the hallways. Renters are also prohibited from blocking the view of, or blocking access to, fire extinguishers and fire pulls. Fire extinguishers and fire pulls should be accessible at all times and should never be blocked or removed from the walls. Failure to follow this policy may result in the immediate termination of your event and loss of security deposit.

REQUIRED EXITS AND EGRESS

All marked entry doors; exit doors and corridors shall remain clear and free of obstructions.

Renter _____

Manager _____

FACILITY GUIDELINES AND RESTRICTIONS (CONTINUED)

STAGE/RAISED PLATFORMS

Renters who wish to use a stage or raised platform for an event, must discuss with the Facility Manager prior to the event for approval. When a stage or raised platform is used, protective padding is required under the base of the stage or raised platforms.

WEDDING DEPARTURE CELEBRATIONS

The use of birdseeds, rice, or any flamed sky lanterns are prohibited within or outside of the facility. All wedding departure celebration props must be discussed with Facility Manager.

PYROTECHNICS, OPEN FLAMES, TENTS, AIR SUPPORTED STRUCTURES AND RIDING DEVICES

All pyrotechnic displays and open flames (excluding tabletop candles) indoors or outdoors will require permits and approval by the Greensville County Fire Marshall. Tents and other temporary structures to be used on the property require pre-approval by the Facility Manager. Before approved tents and other temporary structures can be staked in the ground, maintenance personnel must be present to locate utility lines. Inflatable structures and buildings, (including bounce houses) are not permitted inside the Golden Leaf Commons or outside on the facility grounds or parking lot. All riding devices, including mechanical bulls, are not prohibited on the premises.

FOOD/REFRESHMENTS

Food and refreshments may be served in the facility. The renter is responsible for providing refreshments, cleanup, placement of trash in containers, and for the cost of the repair of any damaged or soiled furniture, floors or walls. Frying and/or grilling is not permitted inside of the facility. Frying and grilling must be done 25 feet behind the building and against the curbing. The renter is also responsible for the cleanup of any outdoor areas that are utilized, including debris from cooking outside. Food should not be disposed of outside on the grounds. Dumpsters are available in the rear, behind the building to dispose of all garbage. Board personnel will not assume responsibility for any aspect of food and refreshment service. The renter must provide items such as tablecloths, water pitchers, eating and cooking utensils, glasses, paper products, etc. Renters are required to adhere to the Code of Virginia with respect to Virginia Health Department permits and/or requirements. **It is the renter's responsibility to acquire any permits necessary for their event.**

ALCOHOL

- Renters are required to adhere to the Code of Virginia with respect to Alcohol Beverage Control permits and/or requirements. **It is the renter's responsibility to acquire any permits necessary for their event.**
- Renter may provide alcohol inside the facility in strict compliance with all the laws of the State of Virginia. Rules governing alcohol and applications can be found at the following link: <http://www.abc.virginia.gov/licensing>
- When applicable, please provide a copy of license once obtained.
- All guests must keep alcoholic beverages inside the facility. Alcohol is only allowed inside of the main Golden Leaf Commons ballroom and is not permitted in the hallways, bathrooms, lobby, other areas of the building or outside on the grounds and/or parking lot.
- Any person who cannot act responsibly will be asked to leave by the Facility Manager, Attendant, and/or Sheriff's Department. Any person may be removed for public intoxication or inappropriate behavior at any time.

Renter _____

Manager _____

FACILITY GUIDELINES AND RESTRICTIONS (CONTINUED)

SECURITY

Security may be required at the expense of the renter and must be approved in advance by the Facility Manager.

THIRD PARTY RENTALS

Patrons may not book the facility for the purposes of renting to another party ("third-party rental"). Third-party rentals will result in the loss of rental privileges and any fees for all parties involved.

DRUGS AND OBSCENITIES

Absolutely no drugs of any kind are allowed in the facility or on the grounds. Renter is responsible for the overall behavior of all guests during the rental period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of drugs or obscenities may result in the person(s) and or entire function being asked to leave the premises by the Facility Manager, Attendant, and/or Sheriff's Department. **No refund shall be given.**

BEHAVIORS IN/OUTSIDE OF THE FACILITY

In order to maintain a safe environment, renter(s) and their guests, including children, should refrain from horseplay, including running up and down the hallways, in and out of the bathrooms and any other activities that may result in injury to oneself or others and/or damage to the facility. In addition, the renter(s), and their guests, including children, should refrain from horseplay outside of the facility. The renter is responsible for the overall behavior of all guests during the rental period. If damages occur, a portion of, or all of the security deposit may be withheld.

Renters and their guests are responsible for the supervision of children at all times, both inside (including the Golden Leaf Commons ballroom, hallways, bathrooms, kitchen, lobby, etc.) and outside.

TOBACCO/SMOKE FREE ENVIRONMENT

No tobacco products, lit or otherwise, including, but not limited to, cigarettes, cigars, chewing tobacco, dip, snuff, vapors, electronic cigarettes (e-cigs), etc...may be used within the facility.

TICKETS/ADMISSION CHARGES/DONATIONS

An organization must be organized and operated exclusively for exempt purposes as set forth in section 501(c)(3) of the IRS charity requirements, and none of its earnings may provide profit to any private shareholder or individual in order to include the sale of any item(s) at its event.

Advanced ticket sales will be allowed only with prior approval from the Board. Written requests must be submitted to the Board before ticket sales are advertised or a minimum of 2 months prior to the event. No person may use the facility for personal profit. **All non-profit organizations must provide a copy of their tax exempt 501 (C) (3) letter to be placed on file for all current and future events.**

Renter _____

Manager _____

LIABILITY

Sponsoring individuals and organizations are responsible for the conduct of their guests while in the facility. Renters must agree to assume full responsibility for liability, injury or damage to persons or property to the extent caused by the negligence or willful misconduct of renter and their guests. A statement of insurance covering use of the facility may be required prior to use. The Board accepts no liability for loss or damage of renter's personal property except to the extent such loss was caused by the Board's negligence or willful misconduct.

In consideration thereof, it is understood and agreed that the renter will indemnify and save harmless the Greenville County Board of Supervisors, its agents and employees from any and all liability, claims, expenses, costs, and attorney's fees caused directly or by its negligent use of the facility.

It is further understood that the Board shall not be responsible for any property damage to others or personal injury to others, including death, that may arise out of the use of the facility, except to the extent caused by the Board's negligence or willful misconduct.

CLEAN UP PROCEDURES:

The renter is required to complete the following tasks at the end of the event. The clean-up process must be completed during the normal rental hours. If the clean-up period goes beyond the rented hours, a portion of the security deposit may be withheld. The County provides garbage cans and garbage bags for the convenience of the renter. All cleaning supplies can be found in the kitchen area and/or storage room (broom, dustpan, mop & bucket) along with extra trash bags. The renter is required to complete the following clean up tasks:

- Clean off all tables and wipe up any spills.
- Sweep the floors of all areas of the facility, including Golden Leaf Commons ballroom, lobby, hallways, restrooms, etc.
- Mop up any spills on all floors. Clean up any food and/or drink spills on flooring within the Commons with water only. Mop kitchen floor with cleaning solution provided (if kitchen was included in rental).
- Carefully remove all decorations from facility, hallways, restrooms, lobby and grounds.
- Facility must be cleared of your decorations and/or supplies including the ballroom, hallways, restrooms, kitchen, storeroom, lobby and outside grounds.
- Do not leave personal items in the facility. Staff is not responsible for items left behind.
- All food and drinks must be removed from refrigerators and freezer.
- Sinks, countertops and stovetop should be cleaned.
- Dispose of all trash items in the dumpster provided (There is a dumpster located behind the facility. Leave empty garbage cans inside the kitchen.)
- Check/clean restrooms, including both sets of restrooms on the north side of facility, one set of restrooms on the south end of the facility and the restroom in the kitchen area. Pick up all paper and debris throughout the entire restroom area, empty all trash receptacles, flush all toilets, wipe debris and water off of countertops, and turn off all lights.
- Check the grounds around the facility and parking lot where guests might have dropped cups, cans, and other debris. Leave the grounds in the condition the renter found them.
- All lights must be turned off.
- Audio Visual (AV) system must be turned off, including, but not limited to the projector.
- All exterior and interior doors must be tightly shut and locked.
- Return facility keys to the key box.

PLEASE BE AWARE THAT IF THE BUILDING AND GROUNDS ARE NOT CLEANED TO THE STANDARDS ABOVE, YOU WILL FORFEIT YOUR SECURITY DEPOSIT.

Renter _____

Manager _____

MAINTENANCE ISSUES

If an issue arises with the facility, an attendant will be on the premises to assist you. Do not attempt to fix any issues that occur. If an issue arises, the renter should immediately contact the Facility Manager or the Facility Attendant, for any maintenance issues. A Facility Attendant will be on the premises during the actual event hours. If an issue arises prior to the Attendant's arrival please contact the Facility Manager. Failure to follow this policy will result in the loss of your security deposit and renter will be responsible for any damages.

REQUIRED CERTIFICATE OF INSURANCE POLICY

In order for an event to be held and a renter to use the facility, Event Insurance is required to be purchased. The Certificate of Insurance will note the following included as additional insured: Greenville County, its Board of Supervisors, Employees, and Volunteers under the County's direction.

The renter will be required to purchase the Tenant Users Liability Insurance Program (TULIP) Event Insurance through VACORP. Per VACORP, *"TULIP is the Tenant Users Liability Insurance Program that provides inexpensive, short-term liability insurance for "tenant users" or individuals and groups seeking to hold events or conduct organized activities on VACORP Members' property.* Additional information is regards to TULIP is as follows:

- The cost of the policy begins at \$100 and the price may increase depending upon specific details in regards to the event.
- TULIP provides \$1,000,000 in liability coverage for the tenant user (purchaser) for the event and it protects the VACORP Member from a tenant's actions.
- For events serving alcohol, host liquor liability insurance is included in the basic TULIP.

To purchase TULIP, navigate to (<http://www.vacorp.org/coverages/tulip-event-insurance/>) and complete the following:

- Scroll to the bottom of the webpage and locate the "GET TULIP" link. Click on this link to begin the online application process.
- On **Step 1, Confirm Venue**, enter the venue ID code assigned to Greenville County - Golden Leaf Commons: **4809-512**.
- On **Step 2, Event Details** complete the following:
 - Selecting the eligible activity that relates to your event's purchase.
 - Answering a series of questions in regards to your event
 - Provide the date(s) for your event. If you are renting the venue for more than one day, even if one day is setup/tear down, you will be required to list all dates.
 - For the question in regards to requiring liquor liability coverage, the answer should always be **NO**. As alcohol sales are not permitted, liquor liability coverage is not required.
 - Provide the average daily attendance
 - As vendors and selling at events are not permitted, the answer should remain 0 (zero) for concession/exhibitor/attractions questions.
 - Click on **Get Quote** to complete the process.
- On **Step 3, Get a Quote**, enter information in regards to Premium Quote and Contact Information. Your estimated premium cost will be shown.
- Complete **Step 4, Confirm** and **Step 5 Summary** to proceed to payment options.
- Once you complete **Step 6, Make Payment**, a certificate of insurance will be emailed upon completion.
- The renter is required to submit the TULIP Certificate of Insurance to the Golden Leaf Commons Facility Manager prior to the event. The Certificate of Insurance will need to be posted in the designated area as directed by the Facility Manager.

Renter _____

Manager _____

TERMS AND AGREEMENT

I, the undersigned, have read and understand the terms and agreement for the rental of the Golden Leaf Commons (facility). The provisions of the guidelines have been thoroughly discussed with me by the Facility Manager/Staff member, and I agree to uphold these regulations in accordance with said policy. All renters must consent to the terms of the policy in order to have access to the facility.

Renter _____ Manager _____

Date _____ Date _____

Renter _____

Manager _____



FACILITIES RESERVATION FORM USE POLICY AND SECURITY DEPOSIT AGREEMENT

I, the undersigned, have read and understand the rental policies attached. I will adhere to the policies and security deposit conditions throughout my event.

Completion of all required forms and the collection of a non-refundable Reservation Fee of 50% of the rental amount will secure the scheduling of the facility on the date(s) requested.

Renter _____

Date _____

Organization/Individual: _____

Date(s) Needed: _____

Purpose/Type of Event: _____

Time Needed: Set up/clean up _____ (am/pm) to _____ (am/pm)

Actual hours of Event: _____ (am/pm) to _____ (am/pm)

Estimated Number of Participants: _____

Ticket Sales: _____ NO _____ YES (Advance Sales only) *see notes pg. 6

Alcohol: _____ NO _____ YES *see notes pg. 5

Contact Name: _____

Address: _____

City, State, Zip _____

Daytime Phone Number: _____ Cell Phone: _____

Email address: _____

**For questions contact Debbie Norwood Drummond, (434) 348-4125
goldenleafcommons@gmail.com**

Balance on rental fee due: _____ (60 days prior to event date)

Security Deposit due: _____ (10 days prior to event date)

Set-up plan due: _____ (10 days prior to event date)

Renter _____

Manager _____

FOR OFFICE USE ONLY - Record of payments by renter

Weekday Use _____ Weekend Use _____ Extra Day(s) _____ Section (s) _____ Additional Room _____

Total Amount Owed \$ _____

50% Rental Fee Paid \$ _____ Date _____ Staff Initial _____

Balance of Rental Fee Paid \$ _____ Date _____ Staff Initial _____

 Paid \$ _____ Date _____ Staff Initial _____

Additional Room Paid \$ _____ Date _____ Staff Initial _____

Security Deposit Paid \$ _____ Date _____ Staff Initial _____

Microphones Only Paid \$ _____ Date _____ Staff Initial _____

AV System/Equip. Paid \$ _____ Date _____ Staff Initial _____

Cocktail Tables Paid \$ _____ Date _____ Staff Initial _____

.....

Renter _____

Manager _____